DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

Ordered 3/17/29 Sect 317 (P)

MAR 11 1929

MEMORANDUM NO. 585

Amendment of the Administrative Regulations.

Paragraph 632 of the Administrative Regulations of the Department, relating to an annual report to Congress from this Department of the amount expended during the preceding fiscal year for the purchase, maintenance, repair and operation of motor-propelled and horse-drawn passenger-carrying vehicles, as amended by Memorandum No. 584, is hereby revoked. This is pursuant to the omission in the Agricultural Appropriation Act for 1930 of the requirement for such report, hitherto carried annually in the section of the Act headed "Passenger-carrying vehicles," this elimination from the 1930 Act in turn following a provision in the Act of May 29, 1928, "to discontinue certain reports now required by law to be made to Congress."

R. W. Dunlap

Acting Secretary.

F

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Ordered duplicated on #36 Sec 4/6/29

April 6, 1929.

MEMORANDUM NO. 586

Personnel Changes in Office of the Secretary.

Mr. Rodger R. Kauffman has been appointed Assistant to the Secretary by transfer from the Grain Futures Administration, effective April 5, 1929. Mr. Kauffman succeeds Mr. F. M. Russell, resigned.

The vacancy caused in the position of Secretary to the Secretary by the resignation of Mr. A. O. Morse has been filled by the promotion of Mr. Frank H. Spencer, effective April 2, 1929. The position formerly occupied by Mr. Spencer has been filled by the appointment of Mr. Ernest E. Hall.

Arthur M. Hyde

Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

APR 20 1929

Ordered #587-4-20-29

MEMORANDUM NO. 587

Amendment of the Administrative Regulations.

In order to provide for discontinuance of press copying and use of initial slips on letters prepared for the signature of the Secretary and other general officers of the Department, paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of the first of the salmon colored carbon copies - on the last sheet if more than one. (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials in accordance with the bureau's system; but the initials of the chiefs or acting chiefs of bureaus only should appear on the first salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____(bureau); Initialed by _____; Rewritten in _____(bureau)" should be written on the last sheet of each tinted carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbons. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau (except branches of the Secretary's office) printed at the top. The number of salmon colored carbons may be reduced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 10, bound copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be imprinted on the salmon colored sheets in the Office of Information, with which bureaus should promptly place orders for their requirements.

The attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

Secretary.

Arthur M. Hyde

10. Carbon copies: All letters for the Secretary's signature and all letters sent for record through the Secretary's file room shall be carefully prepared by three carbons on yellow colored paper with the name of letters (except Secretary of the Secretary's office) typed at the top. The number of yellow colored carbons may be reduced to two by specific waiver on the special request of the Secretary. Other carbons on unruled white paper, in writing by the Chief Clerk, shall be specified. Will be supplied in the following order and number:

To the Joint Committee on Printing, all numbered documents, and the White House, one carbon.

To the Senate and House Committees on Appropriations and House Committee on Public Lands, two carbons.

To chairman of committees of Congress or members of Congress presiding on Bills or Resolutions introduced or now in the Legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The attendants result from the discontinuance of letter-press copying in the Secretary's Office. Under the new system which will go into effect May 1, bound books of the initialed yellow colored carbons will replace the letter-press book; the second typed copy will go into a subject file; and the letter will be returned to the Bureau. "Initial Slips" and "Permission Slips" will no longer be used. For the sake of uniformity, the names of Bureaus will be typed on the yellow colored sheets in the Office of Information, with which Bureaus should promptly place orders for their requirements.

The attention of Bureaus is called to the need in all communications should be restricted strictly from to the use of Bureau.

(This will save 99% of people from reading any further)

In order to provide for discontinuance of press copying and use of initial slips on letters prepared for the signature of the Secretary and other general officers of the Department,

MEMORANDUM NO. 4

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of ~~one~~ the first of the salmon colored carbon copies on the last sheet of more than one. (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials either on ~~the~~ a white carbon or in accordance with the bureau's system; but ~~only~~ the initials of the chiefs or acting chiefs of bureaus only should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____(bureau); Initialed by _____; Rewritten in _____(bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau ~~(except branches of the Secretary's office)~~ printed at the top. The number of salmon colored carbons may be re-

This stands - ing now cancellation

(This was pp 10 from Hunter)

Memorandum to provide for typing of letters on typewriters and use of initials for the Secretary and other officers of the department.

MEMORANDUM NO. A _____

Amendment of the Administrative Regulations.

Paragraph 508 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type." Otherwise the subparagraph is unchanged.

2. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of ~~the~~ or the salmon colored carbon copies. (See subparagraph 15). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials either on ~~the~~ white carbon or in accordance with the bureau's system; but ~~only~~ the initials of the chiefs or acting chiefs of bureaus only should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, concealed in lead pencil. The formula, "Originated in _____(bureau); Initialed by _____; Rewritten in _____(bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau ~~(except branches of the Secretary's office)~~ printed at the top. The number of salmon colored carbons may be re-

This should - be more considered

duced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be ~~mimeographed~~ imprinted on the salmon colored sheets in the Office of Information ~~which will obtain the paper from the Central Stores.~~ ~~Bureaus should~~ promptly place requisitions with the Office of Information for the necessary supplies. ¶ The attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

Secretary.

with which bureaus should promptly place orders for their requirements. ~~[illegible]~~

dused to two by specific waiver in a special direction of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and Forestry Committees on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress requesting on bills or dealing with proposed or possible legislation involving appropriations, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The mandamus result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, normal copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be ~~mimeographed~~ on the salmon colored sheets in the Office of Information ~~which will notify the report from the Central Office~~. ~~Bureaus should promptly place requisitions with the~~ Office of Information for the necessary supplies. The attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

Respectfully.

SECRETARY'S MEMORANDUM.

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type with record ribbon." Otherwise the sub-paragraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which replies to letters are prepared for the Secretary's signature shall be written in ink or indelible pencil at the lower right hand corner of the salmon colored carbon copy. Chiefs of other bureaus to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters should affix their initials either on the white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten in another, one copy of the letter as submitted by the originating bureau should accompany the redrafted letter when transmitted to the Secretary for signature. The retained copy of the original draft should be placed immediately above the jacket and a lead-pencil line drawn through it to prevent possible signature and mailing. The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____(bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book and the white carbons with bureau letterhead will go into subject files. "Initial slips" and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

Secretary.

14. Carbon copies: All letters for the Secretary's signature and all letters pending for return through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the file is specifically wanted as to special circumstances of correspondence, at least one carbon copy on white paper for the Secretary's file. With letters or bureau orders there should be a second white carbon for return to the bureau. All bureaus (but not bureaucrats of the Secretary's office) shall use stands with sets of bureau initials at top for the two copies to be returned to Secretary's file, i.e., the salmon colored white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the type above specified, will be specified in the following cases and manner:

In the Office, Conditions on Printing, all members of Congress, and the White House, one extra.

To the Senate and House Committees on Appropriations and those "Members in Charge", two extra.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three extra.

To the bureau of the Budget transmitting recommendations for appropriations, five extra.

The secretaries usually from the discussions of letters coming in the Secretary's file room. Later the new system which is into effect May 1, based merely of the salmon colored will provide the letters-press book and the white copies will bureau Letterhead will be into archive files, "Initial file" and "Initial file" will be larger by and. Salmon colored paper may be distinct from the normal bureau and secretary memoranda should be properly evidentiaal. For the sake of uniformity all replies of the same or bureau on certain matters should be same in the office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

Secretary.

This provides for substitution of "record" for "copying" ribbon.

SECRETARY'S MEMORANDUM.

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When copy should be used?

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one extra carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two extra carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three extra carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five extra carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book and the white carbons with bureau letterhead will go into subject files. "Initial slips" and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

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Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

MEMORANDUM NO. _____

Amendment of the Administrative Regulations.

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9. Initialing letters: The initials of the chief or acting chief of bureau in which letters are prepared for the Secretary's signature shall be written in ink or indelible pencil in the lower right hand corner of the first of the salmon colored carbon copies on the last sheet if more than one. (See subparagraph 19). Others to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters may affix their initials either on a white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. The formula, "Originated in _____(bureau); Initialed by _____; Rewritten in _____(bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbons. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be regularly accompanied by three carbons on salmon colored paper with the name of bureau (except branches of the Secretary's office) printed at the top. The number of salmon colored carbons may be re-

duced to two by specific waiver as to special classes of correspondence. Extra carbons on unprinted white paper, in addition to the three tinted copies above specified, will be supplied in the following cases and numbers:

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To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the initialed salmon colored carbons will replace the letter-press book; the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be mimeographed on the salmon colored sheets in the Office of Information which will obtain the paper from the Central Stores. Bureaus should promptly place requisitions with the Office of Information for the necessary supplies. The attention of stenographers and typists in all organizations should be particularly drawn to the new regulations.

Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

~~SECRETARY'S~~ MEMORANDUM No. _____

Amendment of the Administrative Regulations.

Paragraph 568 of the Administrative Regulations of the Department is amended as follows:

1. General style: The first sentence is changed to read as follows: "Letters for the signature of the Secretary shall be written in elite type, ~~with record ribbon~~." Otherwise the subparagraph is unchanged.

9. Initialing letters: The initials of the chief or acting chief of bureau in which ~~replies to letters~~ are prepared for the Secretary's signature shall be written in ink or indelible pencil ~~at~~ in the lower right hand corner of one of the salmon colored carbon copies (see subparagraph 19) ~~Chiefs of~~ Other ~~bureaus~~ to whom the letter may be referred by the Secretary's office should also initial in the same place. Employees within a bureau whose duty it is to approve letters ~~should~~ may affix their initials either on the white carbon or in accordance with the bureau's system; but only the initials of the chiefs or acting chiefs of bureaus should appear on the salmon colored copy.

16. Arrangement of the file: The first two paragraphs remain as before. The third is changed to read as follows: "In the event a letter prepared in one bureau is rewritten elsewhere ~~in another~~, the new draft should be accompanied by the initialed carbon of the original, canceled in lead pencil. ~~one copy of the letter as submitted by the originating bureau should accompany the redrafted letter when transmitted to the Secretary for signature. The retained copy of the original draft should be placed immediately above the jacket and a lead-pencil line drawn through it to prevent possible signature and mailing.~~ The formula, "Originated in _____ (bureau); Initialed by _____; Rewritten in _____ (bureau)" should be written on the last sheet of each carbon with the autograph initials of the chief or acting chief of the bureau in which rewritten on the last sheet of one of the salmon colored carbon. All unnecessary paper clips and papers should be removed. Two paper clips should be sufficient to hold a file of the ordinary size."

19. Carbon copies: All letters for the Secretary's signature and all letters passing for record through the Secretary's file room shall be invariably accompanied by a carbon copy on salmon colored paper, and unless the rule is specifically waived as to special classes of correspondence, at least one carbon copy on white paper for the Secretary's files. With letters of bureau origin there should be a second white carbon for return to the bureau. All bureaus (but not branches of the Secretary's office) shall use sheets with name of bureau printed at top for the two copies to be retained in Secretary's file, i.e., the salmon colored and white sheets, but the carbon for return to bureau and other additional copies where needed shall be on plain white paper. Extra copies, that is, in addition to the three above specified, will be supplied in the following cases and numbers:

To the Joint Committee on Printing, all members of Congress, and the White House, one carbon.

To the Senate and House Committees on Agriculture and House Committee on Public Lands, two carbons.

To chairmen of committees of Congress or members of Congress reporting on bills or dealing with proposed or possible legislation involving expenditures, three carbons.

To the Bureau of the Budget transmitting recommendations for appropriations, five carbons.

The amendments result from the discontinuance of letter-press copying in the Secretary's file room. Under the new system which will go into effect May 1, bound copies of the salmon colored carbons will replace the letter-press book ~~and the white carbons with bureau letterhead will go into subject files. "Initial slips"~~ and "rewritten slips" will no longer be used. Salmon colored paper may be obtained from the central stores and necessary supplies should be promptly requisitioned. For the sake of uniformity all printing of the name of bureau on carbon sheets should be done in the Office of Information. Bureaus should see that the new regulations are particularly called to the attention of all stenographers and typists in their organizations.

Secretary.

the second tinted copy will go into a subject file; and the third will be returned to the bureau. "Initial slips" and "rewritten slips" will no longer be used. For the sake of uniformity, the names of bureaus will be mimeographed on the salmon colored sheets in the Office of Information, which will obtain the paper from the Central Stores. Bureaus should promptly place requisitions with the Office of Information for the necessary supplies. The attention of stenographers & typists is in all (over

organizations should be particularly drawn to the new regulations.

Haley

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

3/51

[illegible]

Interesting.

Novel arrangement
superseding one
relief book of an
effort to agree.
Seems entirely
consistent with the
heavy investment
buying drift of
the times. Act
should be cleared
up as to appropriation
in one and accounting
mechanism.

[illegible]

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

MAY 29 1929

Implications noted. 5/29/29.

SECRETARY'S MEMORANDUM NO. 588

Procedure in Bureau Organization Changes

Where reorganizations are planned of the work within the various bureaus, involving the discontinuance, merger, or other change in the status or personnel of heretofore constituted divisions of the Bureau, or involving creation of a new division or office in the Bureau, such reorganization plans, with an explanatory memorandum, should be submitted in advance to the Office of the Secretary.

Contemplated reorganization plans should be sent to the Director of Personnel and Business Administration, who will refer them to other officers who may be concerned, for their formal comment and approval, after which they will be brought to the attention of the Secretary.

The foregoing requirement is set forth in the interest of orderly routine procedure and is not intended to supplant or interfere in any way whatever with direct preliminary consideration of the matters involved between chiefs of bureaus and the director or directors concerned with the subject matter of contemplated changes in organization. It is understood that prior to internal reorganizations bureau chiefs at present advise fully with the directors concerned, and this, of course, should be continued.

Arthur M. Hyde

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

April 8, 1929.

MR. ROBBINS:

When a chief of bureau desires to abolish a division in his bureau or create a new division or merge two divisions, etc., is there any procedure set forth in the regulations of the Department or in existing Department memorandums to regulate or control his actions in this respect, or are the regulations and orders merely silent on this point?

W. A. J.
4/16

Mr. Jump;

I can't find any relevant regulation or Secy's memo. But back in 1906 new divisions ("Division of Tests") & new laboratories within a bureau and involving no other bureau were formally set up by Secy's order. I should say anything in the way of a major structural change should be so established. For one thing, structure goes hand in hand with projects & estimates, and the latter must receive Secy's approval. It seems to me that in theory all bureau organizations in the major lines have developed under Secy's direction, & that therefore changes should have equal sanction.

L.R.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

Ordered #4 a Sec 5/13/29

MAY 11 1929

MEMORANDUM NO. 589

Amendment of the Fiscal Regulations.

Paragraph 5 (g) of the Fiscal Regulations of the Department is amended to read as follows:

> 5(g) In each district of the Forest Service having headquarters outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by section (d), by and through the district forester, or forest supervisors, experiment station directors, and other officers specifically authorized by the district forester, of all accounts of that district. Each such district forester, or other authorized officer, shall ascertain the total of and approve the accounts for the district, as prescribed in section (e), and transmit the same to the bonded fiscal agent of the district for payment. After ascertaining the facts in respect thereto, as prescribed in section (f), the fiscal agent having headquarters outside of Washington shall pay each account for his district, so approved and transmitted to him, and forward the same to the General Accounting Office at such intervals as directed by the Forester.

As a result of the change, Forest Service vouchers payable by the District Fiscal Agents may now be approved not by the District Forester alone as heretofore, but by other officials within the district to whom the duty may be delegated. This both speeds voucher movement and places the approval function with the officer having first hand knowledge of the transactions and responsibility for the correctness of the accounts.

R. N. Merriam

Acting Secretary.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8—4819

April 29, 1929.

Mr. Robbins:

This is a delegation of authority in the interest of good administration. I have no objections to offer.

Respectfully,

A Jaynone

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

FA
Supervision

WASHINGTON

April 20, 1929.

The Secretary of Agriculture.

Dear Mr. Secretary:

Paragraph 5(g) of the Fiscal Regulations provides that in each district of the Forest Service all accounts of the district shall be administratively examined and approved by and through the district forester, after which they will be transmitted to the bonded fiscal agent of his district for payment.

As now handled, practically all vouchers originating in the districts are certified by the various forest supervisors and directors of experiment stations and forwarded to the district fiscal agent. They are then given a combined fiscal and administrative audit by the district fiscal agent, after which they are referred to the district forester for such further administrative action as may be deemed appropriate and approval for payment. After approval they are again returned to the district fiscal agent for issuance of his official check. Only a small percentage of the vouchers are certified by officers in the district offices, these covering purchases made by the district forester or under his immediate direction in nearly all cases.

All vouchers received by the district fiscal agent during the day are audited and either later in the same day, or early the following day, are referred to the district forester for approval. Due to other urgent administrative work, it is not always possible for the district forester to promptly approve such vouchers, thus resulting in some delay in payment. This is particularly true during the fire season when administrative officers must devote practically their entire time to fire work. Since the forest supervisors and directors of the experiment stations have full knowledge of the conditions surrounding each purchase or other accounting transaction, it is deemed advisable that the fiscal

regulations be amended so as to permit the district foresters to extend authority to examine and approve vouchers to the officers referred to when in his judgment such action is administratively desirable. This will not only save considerable time and hasten the payment of all classes of vouchers, but will result in execution of the approval certificates by officers having first-hand knowledge of the transactions in all cases.

With the above in mind, it is recommended that paragraph 5(g) of the Fiscal Regulations be revised as indicated on the attached sheet.

Very sincerely yours,

Acting Forester.

Enclosure.

Suggested Amendment of Paragraph 5(g)

5 (g) In each district of the Forest Service having headquarters outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by section (d), by and through the district forester, or forest supervisors, experiment station directors, and other officers specifically authorized by the district forester, of all accounts of that district. Each such district forester, or other authorized officer, shall ascertain the total of and approve the accounts for the district, as prescribed in section (e), and transmit the same to the bonded fiscal agent of the district for payment. After ascertaining the facts in respect thereto, as prescribed in section (f), the fiscal agent having headquarters outside of Washington shall pay each account for his district, so approved and transmitted to him, and forward the same to the General Accounting Office at such intervals as directed by the Forester.

*****

Ordered 8-19-29 Sec #64

DEPARTMENT OF AGRICULTURE
WASHINGTON

AUG 19 1929

MEMORANDUM NO. 590

Amendment to the Administrative Regulations in regard to Reinstatement of Classified and Unclassified Employees.

In accordance with Executive Order dated July 9, 1929, amending Rule 9 of the Civil Service Rules, and Executive Order dated May 13, 1929, amending Regulation 8 of the Civil Service Regulations with respect to the reinstatement of unclassified laborers, Paragraphs 470, 471 and 472 of the Administrative Regulations of this Department are hereby amended to read as follows:

470. Reinstatement of Classified Employees. - A person separated without delinquency or misconduct from a competitive position, or from a position which he entered by transfer or promotion from a competitive position, may be reinstated in the department or office in which he served at the time of his separation, upon certificate of the Civil Service Commission, subject to the following limitations: Ordinarily a person may be reinstated only in the department or independent Government establishment from which he was separated and upon requisition made within one year from the date of his separation. When the commission and the appointing officer are in agreement that the public interest requires such unusual action the commission may allow reinstatement in any part of the classified service and it may also authorize waiver of the one-year limit under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and, Provided further, that he can qualify under an appropriate noncompetitive examination. Persons honorably released from the active military or naval service of the United States after service in the Civil War, or the War with Spain, or the War with Germany, or his widow, or an Army nurse of any of the said wars, or

the wife of an honorably released totally disabled veteran of such wars may be reinstated within five years from the date of separation. When the Commission and the appointing officer are in agreement that the public interest requires such action reinstatement may be made without time limit. A former classified employee retired upon annuity under the act of July 3, 1926, by reason of total disability, who is eligible for reinstatement in his former department or office by reason of recovery and termination of annuity, is also eligible for reinstatement to an appropriate position in any part of the service, subject to the conditions and limitations of the civil service rules. No person may be reinstated to a position requiring an examination different from that required for the position from which he was separated without passing an appropriate examination.

In requesting the reinstatement of an employee in a bureau other than the one from which he was separated, the recommendation of the chief of the bureau where the employee was last employed is required.

471. Reinstatements necessitating Waiver of the One-Year Reinstatement Rule. - Recommendations for reinstatement should include the following information:

Group A: - A certificate of medical examination is required in all cases; such examination to be by a physician in the Government service, or, if that be impracticable, by a non-Government physician in good standing.

Military or naval record.

Members of family in civil service including names, degree of relationship, and where employed.

Department and bureau or office where last employed. Position, grade and salary received by him at separation and last date of actual service.

Class of work for which considered especially efficient.

Nature of employment since leaving service.

Particular need that can be filled which can not just as well be filled by promotion or appointment from a register.

Any reason in favor of the reinstatement not covered by above.

Group B: - Number of days sick leave taken during last year of employment and number of occasions when such leave was taken.

Last efficiency rating.

Reason for leaving the service.

The information required by Groups A and B should be furnished in connection with all reinstatements of employees who were last employed in the Department of Agriculture, but only the information

covered by Group A is required in connection with recommendations for reinstatement of employees who last served in other departments.

472. Reinstatement of Unclassified Employees. - A person separated without delinquency or misconduct from an unclassified position may be reinstated to a similar position under any Department or independent establishment subject to physical examination and to the following limitations:

(a) Ordinarily an unclassified laborer may be reinstated only upon certificate of the Commission and upon requisition made within one year from the date of separation: Provided, that the Commission may authorize waiver of the one year limit herein described in cases when in its option the circumstances are unusual, urgent or in the interest of the public service under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years, and five years where service has been five years or more.

(b) A person honorably released from the active military or naval service of the United States after service in the Civil War, war with Spain, or war with Germany, or his widow, or any Army nurse of any war, may be reinstated, if physically qualified, within five years from the date of separation from his unclassified position; or, if a person served in the war with Germany, he may be reinstated within five years from the date of his honorable discharge from the military or naval service.

(c) The widow of a veteran of the war with Germany, formerly in the unclassified service, who was the wife of such veteran while he was in the military service, may be reinstated within five years from the date of cessation of her husband's military service by death or otherwise without discredit.

The effect of the Executive Order of July 9, 1929, is to permit under certain conditions the reinstatement without time limit of employees who have had five or more years service in the Government. The Executive Order of May 13, 1929, changes the Civil Service regulation to permit the reinstatement of unclassified employees within five years after separation provided they have had the required number of years of service.

C W Marvin

Acting Secretary

COPY

EXECUTIVE ORDER

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

> (a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

WLQ:CV

August 6, 1929.

DEPARTMENTAL CIRCULAR NO. 53.

SUBJECT: Amendment of Civil Service Rule IX, relative to reinstatement.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

An Executive order dated July 9, 1929, amended Civil Service Rule IX, relative to reinstatement as follows:

> "Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:
>
> "(a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. <u>In its discretion</u> the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; <u>and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate noncompetitive examination."</u>

For the information of appointing officers and others concerned, the following statement is made relative to this order:

1. The words underscored are new matter and amend and enlarge the scope of the former Reinstatement Rule.

2. The effect of the order will be to permit former employees who have had as much as five years' service, but who, under the old Rule, had lost their reinstatement rights, to be reinstated, upon meeting satisfactorily certain conditions as to proper physical condition and noncompetitive examination. It will enable the departments to secure the services of former employees, trained in Governmental procedure and in specialized lines, whose services can again be used to advantage because of their practical knowledge. It is believed there are occasional cases in which former employees who have lost their reinstatement rights, are still young enough and efficient enough to return to the employment of the Government and render satisfactory service. It seems wise, too, that the general Reinstatement Rule should be broad enough to allow the treatment of cases arising in the departments without the exceptions sought

(Departmental Circular No. 53 continued.)

heretofore through special Executive order waiving the time limit on eligibility for reinstatement.

3. The provision that the applicant for reinstatement who has been separated more than five years is otherwise eligible, as set forth under the conditions of the Executive order of June 2, 1920, is drawn to the attention of appointing officers. The Order of June 2, 1920, was directed as a Departmental Order to the heads of bureaus and offices by the Secretary of the Interior, and was approved by President Wilson, June 2, 1920. The Civil Service Commission discussed this order in its Retirement Circular No. 19, dated March 26, 1921. The Commission stated that it will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had not less than fifteen years of service until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed.

4. By Departmental Circular No. 31, dated May 31, 1927, this Commission decided that on and after July 1, 1927, no certificate of reinstatement will be issued by it until there is filed with the Commission a medical certificate of examination of the applicant indicating his fitness for reinstatement, with the proviso that a certificate may be issued in case of necessity, subject to the filing of such medical certificate showing fitness for reinstatement. The procedure set forth in Departmental Circular No. 31, on this subject will meet the requirements of the Executive order of July 9, 1929.

5. The provision that the person proposed for reinstatement can qualify under an appropriate noncompetitive examination places upon this Commission the matter of determining the nature of such examination at the time request is presented by the department for reinstatement. The Commission will act in each case upon the facts presented.

6. The Commission reserves the right, as heretofore, to make character investigation in any case.

7. The present practice relating to the reinstatement of war veterans is unchanged.

8. Copies of the Executive order of July 9, 1929, of June 2, 1920, Retirement Circular No. 19 and Departmental Circular No. 31 are inclosed.

By direction of the Commission:

Very respectfully,

Inclosures.

John T. Doyle

John T. Doyle,
Secretary.

8-6-29

COPY

EXECUTIVE ORDER

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

> (a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

B/Fy

May 31, 1927.

DEPARTMENTAL CIRCULAR NO. 31.

SUBJECT: Medical examination in connection with reinstatement.

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

The issuance of a certificate authorizing reinstatement is discretionary with the Civil Service Commission. (24 Op., Atty. Gen., 103, Aug. 27, 1902.)

On and after July 1, 1927, no certificate of reinstatement will be issued by this Commission until there is filed with the Commission a medical certificate of examination of the applicant, indicating his fitness for reinstatement; said examination to be by a physician in the Government service or, if that is impracticable, by a non-Government doctor of medicine in good standing: Provided, That a certificate may be issued in case of necessity, subject to the filing of such medical certificate showing fitness for reinstatement.

This action is taken upon the urgent representation of the Employees' Compensation Commission and of the Retirement Division of the Bureau of Pensions.

By direction of the Commission:

Very respectfully,

John T. Doyle,
Secretary.

5-31-27

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

C-gjc

March 26, 1921.

Ret, #19.

PHYSICAL CONDITION OF FORMER EMPLOYEES PROPOSED FOR REINSTATEMENT.

To Heads of Departments, Branches and Offices:

In view of the Executive order of June 2, 1920, designed to prohibit recommendation for reinstatement of former employees for the purpose of conferring upon them the benefits of the Retirement Act of May 22, 1920, the Commission will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had not less than fifteen years of service, until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed.

The reason for requiring such statement in connection with the proposed reinstatement of a person who has served not less than fifteen years is that such person though not of retirement age has served sufficiently long to be retired upon annuity because of total disability.

To expedite action upon requests for certificates it is suggested that the statement should be made in requests,

By direction of the Commission:

Very respectfully,

(Signed) Martin A. Morrison

President.

DEPARTMENT OF THE INTERIOR

WASHINGTON

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled; "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Secretary.

Approved: June 2, 1920.

WOODROW WILSON.

(2147)

Return to Admin. Council
214-A

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

NOV 25 1929

MEMORANDUM NO. 591

Officially Sec #191-
11-26-29

Executive Order No. 5221 of November 11, 1929, is as follows:

Limitation on non-official employment of Officers or Employees of the American Government.

It is hereby ordered that no officer or employee in the executive branch of the United States Government, regardless of whether he is on annual leave or leave without pay, shall be employed with or without remuneration by any foreign government, corporation, partnership, or individual that is in competition with American industry.

In view of the necessity of individual interpretation of this order with respect to cases within its scope arising in the Department, it is directed that hereafter no employee of the Department, whether in a duty status, on annual leave, or on leave without pay, shall accept employment with or without remuneration from any foreign government, corporation, partnership, or individual, without the prior authorization of the Secretary.

R. W. Dunlap
Acting Secretary.

Mr Robbins

This seems to me to be a wide sweeping order. How determine when a foreign Govt is in competition? If we levy a tariff on any article from a foreign country would that indicate competition? How would this order affect Engineers in Pub. Rds. who go to S A countries, as did James recently, to oversee road work?

Think this might be put in a PBG but think an interpretation should accompany.

[illegible]

3276 | 391,021 | 122,06 | 19,6 | 100,0 | 5,76

23 | 100,0 | 4,34 | 122,06 | 28,12

2137 | 228896 | 106,97

111,2 | 100,0 | 7,04 | 106,00 | 15,06

COPY

EXECUTIVE ORDER

Limitation on non-official employment of Officers or Employees of the American Government

It is hereby ordered that no officer or employee in the executive branch of the United States Government, regardless of whether he is on annual leave or leave without pay, shall be employed with or without remuneration by any foreign government, corporation, partnership, or individual that is in competition with American industry.

HERBERT HOOVER

The White House,
November 11, 1929.

(No. 5221)

COPY 67/653

FILE
P.L. GLADMON

EXECUTIVE ORDER

Clause (a) section 1, Civil Service Rule IX, Reinstatement, is amended to read as follows:

> (a) Unless otherwise provided hereinafter a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. In its discretion the Commission may after absolute appointment allow reinstatement in any part of the classified service, and it may also authorize waiver of the one-year limit herein prescribed, under the following time limitations: two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and without time limit where service has been five years or more; Provided, that the applicant for reinstatement who has been separated more than five years is otherwise eligible as set forth under the conditions of the Executive Order of June 2, 1920; and Provided, further, that he can qualify under an appropriate non-competitive examination.

HERBERT HOOVER

The White House,

July 9, 1929.

DEPARTMENT OF THE INTERIOR

WASHINGTON.

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled: "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Secretary.

Approved: June 2, 1920.

WOODROW WILSON.

(2147)

DEPARTMENT OF THE INTERIOR

WASHINGTON.

June 2, 1920.

O R D E R . TO HEADS OF BUREAUS AND OFFICES:

Recommendation for the reinstatement of former employees will not be approved for the purpose of conferring upon such employees the benefits of the Act approved May 22, 1920, entitled: "An Act for the Retirement of Employees in the Classified Service and for Other Purposes."

Recommendations for the reinstatement of former employees who have reached, or will within ten years reach, the age making them eligible for retirement under the said law must be accompanied by a full statement of the facts in each case indicating that such reinstatement will be in the interest of the public service.

No employee of the class referred to will be reinstated unless physically able to perform active duty, and officers recommending a person of this class for reinstatement must give his age, full information as to physical fitness for the work to which it is proposed to assign him, and if the employee were then of the retirement age that the officer would recommend the issuance of the certificate provided for in the second proviso to Section 6 of the Act.

JOHN BARTON PAYNE.

Approved: June 2, 1920. Secretary.

WOODROW WILSON.

(2147)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

December 31, 1929.

Ordered Sec+236 12/31/29 (R)

MEMORANDUM NO. 592

Duty of the field service of all bureaus and offices of the Department to area coordinators and Federal business associations.

The attention of all officers in the field, of bureaus and activities of the Department is directed to their duties and responsibilities to the coordinating service as described in Memorandum No. 571, of June 9, 1927. The desire that the spirit as well as the letter of this memorandum be complied with at all times is reiterated and emphasized.

Membership of the senior representatives of the respective bureaus and activities of the Department in each locality and their principal assistants in their local Federal business associations, which involves no expenditure of funds for travel in excess of ordinary street car fare; acceptance of their election as officers of or appointment as members of committees of a Federal business association; coordination of their work with that of other departments for the benefit of the United States; and compliance with all reasonable requests for assistance and cooperation received from their area coordinators and their Federal business associations are duties that devolve upon all concerned.

R. W. Dunlap

Acting Secretary.

DEC 30 1929

Admiral Y. H. Rousseau,

Chief Coordinator.

Dear Admiral Rousseau:

Acknowledging your communication of December 10, I am both gratified at your feeling that the Department has given evidence of having the success of Federal coordination at heart and concerned at your intimation of instances where our employees have failed to observe the instructions issued by the Department in furtherance of cooperation with your agencies.

I have already taken steps to have issued as one of the memoranda of this office the text incorporated in your letter, with this end in view. I am glad to do this because the draft is an excellent expression of the attitude I desire our employees to assume toward the coordinating agencies under your direction.

Sincerely yours,

(Signed)

R. N. Dunlap

Acting Secretary.

ESTABLISHED BY THE PRESIDENT FOR THE COORDINATION OF GOVERNMENT BUSINESS

SUPERVISED BY THE DIRECTOR OF THE BUREAU OF THE BUDGET

OFFICE OF THE CHIEF COORDINATOR

ROOM 217, ARLINGTON BUILDING

WASHINGTON

ADDRESS REPLY TO THE CHIEF COORDINATOR

December 10, 1929.

The Honorable,

The Secretary of Agriculture.

My dear Mr. Secretary:

I am pleased to acknowledge with deep appreciation the uniform and whole-hearted support which the Federal coordinating service has always received from the Department of Agriculture. This support has been increasingly evident as the various officials of the Department of Agriculture in the field have become more familiar with the principles and aims of the coordinating service. However, as a result of constant changes of personnel in the field, situations arise occasionally which indicate that some individuals are uninformed of have overlooked instructions issued by the Department of Agriculture on this subject in 1927. A copy of Memorandum No. 571, signed by the Secretary of Agriculture, dated June 9, 1927, is enclosed for convenient reference.

It will be most helpful in supplying an apparent deficiency and in remedying a situation that has been giving this office concern if you will kindly authorize the issuing of a notice over your approval to the various bureaus and offices of the Department of Agriculture for the information and guidance of their respective field services, reading essentially to the following effect:

> "Duty of the field service of all bureaus and offices of the Department of Agriculture to area coordinators and Federal business associations."
>
> "The attention of all officers in the field, of bureaus and activities of the Department of Agriculture is directed to their duties and responsibilities to the coordinating service as described in Memorandum No. 571, dated June 9, 1927, by the Secretary of Agriculture to all members of the department. The desire that the spirit as well as the letter of this memorandum be complied with at all times is reiterated and emphasized.

"Membership of the senior representatives of the respective bureaus and activities of the Department of Agriculture in each locality and their principal assistants in their local Federal business associations, which involves no expenditure of funds for travel in excess of ordinary street car fare; acceptance of their election as officers of or appointment as members of committees of a Federal business association; coordination of their work with that of other departments for the benefit of the United States; and compliance with all reasonable requests for assistance and cooperation received from their area coordinators and their Federal business associations are duties that devolve upon all concerned."

If this request is approved, it will be of great assistance and will clear up any existing uncertainty or misconception, I am sure, so far as representatives of the Department of Agriculture may be concerned. I should appreciate being advised of any action that may be taken.

Very truly yours,

H H Rousseau

H. H. Rousseau,
Chief Coordinator.

Enc.

ESTABLISHED BY THE PRESIDENT
FOR THE COORDINATION OF
GOVERNMENT BUSINESS

SUPERVISED BY THE DIRECTOR
OF THE
BUREAU OF THE BUDGET

OFFICE OF THE CHIEF COORDINATOR

ROOM 217, ARLINGTON BUILDING

WASHINGTON

ADDRESS REPLY TO THE
CHIEF COORDINATOR

PBa

January 3, 1930.

The Honorable,

The Secretary of Agriculture.

My dear Mr. Secretary:

In acknowledging receipt of your letter of December 30, 1929, I desire to express my appreciation of the steps you have taken to incorporate in a memorandum from your office the text contained in my letter outlining the duty of field service employees to cooperate with area coordinators and Federal business associations, and to thank you for your personal assurances of whole hearted support.

Very truly yours,

H H Rousseau

H. H. Rousseau,
Chief Coordinator.

JAN 14 1930

FILE
P. L. GLADMON

Admiral H. H. Rousseau,

Chief Coordinator.

Dear Admiral Rousseau:

With further reference to the Department's letter of December 30, 1929, responsive to yours of December 10, I take pleasure in enclosing for your files copy of Secretary's Memorandum No. 592 of December 31, 1929, embodying the text recommended by you.

Sincerely yours,

Secretary's File Room:
(Signed)
R. W. Dunlap

Acting Secretary.

Enclosure.

JAN 14 1930

Admiral H. H. Rousseau,

Chief Coordinator.

Dear Admiral Rousseau:

With further reference to the Department's letter of December 30, 1929, responsive to yours of December 10, I take pleasure in enclosing for your files copy of Secretary's Memorandum No. 892 of December 31, 1929, embodying the text recommended by you.

Sincerely yours,

(Signed)

R. W. Dunlap

Acting Secretary.

Enclosure.